



What is Snapchat?

Snapchat is an app that allows you to send pictures and videos to your friends. However, the things you share or receive will eventually disappear. Therefore knowing how to do it safely is of the utmost importance since there is no way to track photos sent or received. The way this document will set up your Snapchat will allow you to be worry-free when posting photos.

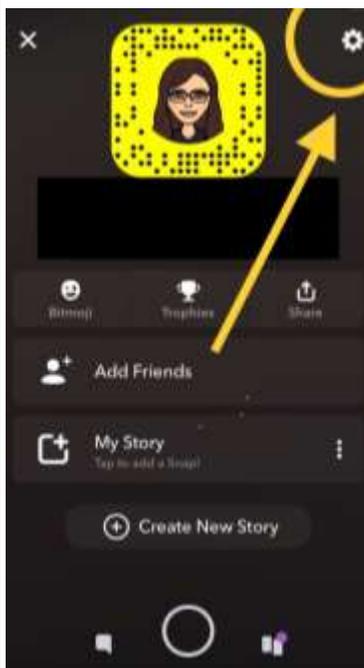
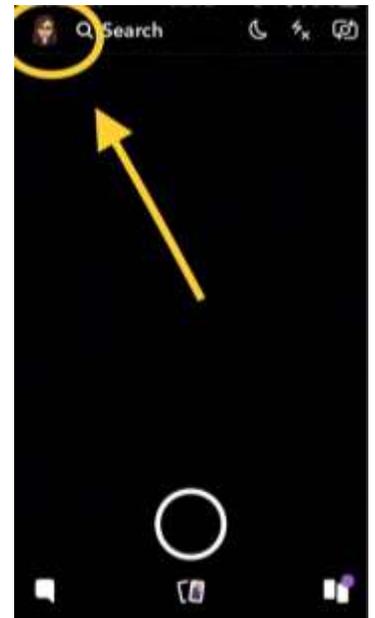
Be Known

Before setting up Snapchat, make sure you have a conversation with your supervisor and/or Pastor to make sure they know what you are doing. Also, as you set up your snapchat make sure share let your parents know about this account!

Setting Up Snapchat

First, you have to have a smartphone or a tablet. Download the application "Snapchat" and create an account. If possible, use something simple and searchable for your teens. Ex: StCharlesYouth.

Once you have your account, you'll want to access your settings before giving kids your username. Open the Snapchat Application and you should see this screen. In the top left corner, click on your picture (or your little Snapchat Ghost if you haven't linked your Bitmoji...another conversation).



After clicking your photo, you will see this screen. You should see your username underneath your picture in the yellow box.

Click the little gear in the upper right hand corner to continue into your in-depth settings.

Snapchat Safety



Now you'll see a laundry list of settings. Take a deep breath. Scroll down until you see the heading Title "Who Can..." This will be where you need to ensure your settings are *exactly as shown*.

- **Contact Me**

- Select "My Friends"

- This allows NO students to send you photos unless they are added as your friends (We'll go in to this in a bit). You are also not able to send photos to any students. However, if other youth ministers or other parishes want to be your friend, that is okay since they are over the age of 18 so sending and receiving their ministry snaps does not violate safe environment.

- **View My Story**

- Select "Everyone"

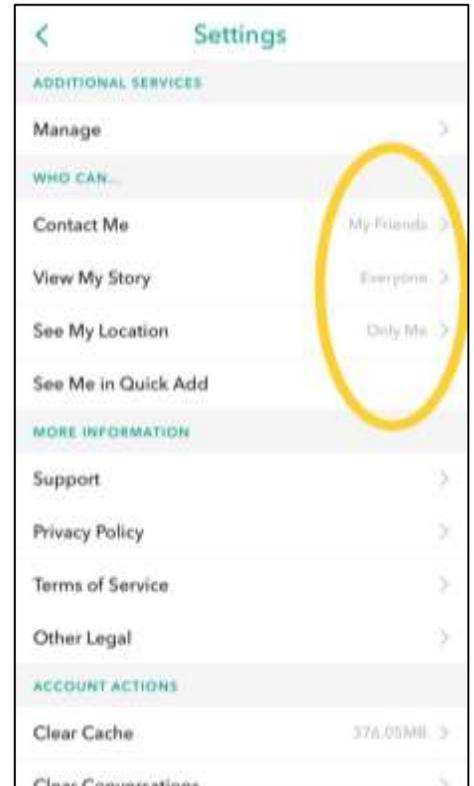
- This allows anyone who adds you as a friend to be able to view your story. You will not be able to view anyone's story who you do not accept as your friend.
 - Your story is where you'll want to advertise your programs, or take pictures and videos in real time of your ministry nights etc. The teens will be happy to help you understand the "fun" things you can do with this (filters, lenses, geofilters etc.). Stories (photos and videos) will automatically disappear after 24 hours, so be sure to save any snaps you wish to keep.

- **See My Location**

- Select "Only Me," or "My Friends" depending on your preference. If you're new to snapchat, I would suggest "Only Me." What this does is allows anyone who is your friend to view your general location on a map. Teens will not be able to see this since they will not be added as your friends.

- **See Me In Quick Add**

- Optional choice
 - This allows people to find you based on mutual friends. There is no harm in having it on as you may appear on the friend's list of your teens and that could only be a helpful evangelization tool if they choose to follow your story too!



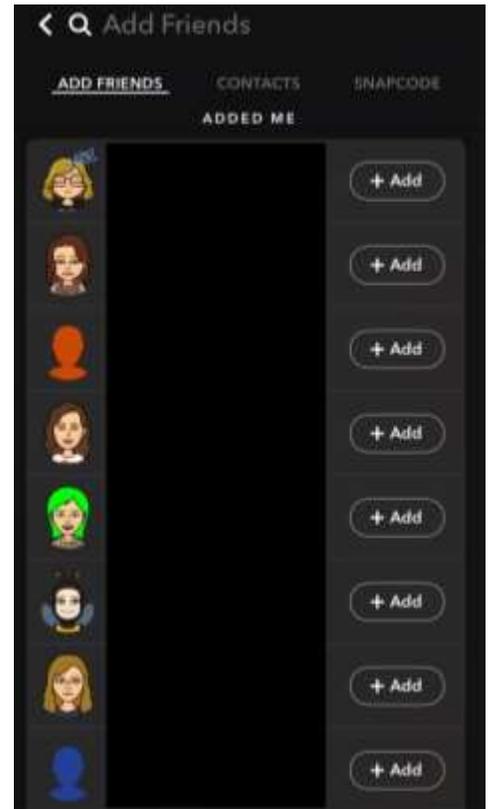
Snapchat Safety



Adding Friends

Every time a new teen adds your username to their phone, they are adding you as a friend. That is okay! Your application will notify you that someone has added you as a friend. **THIS IS IMPORTANT:** You will see a screen similar to this one and it will have the option to "add" them back. **DO NOT****. If you add them as a friend, they will be able to send you pictures directly and that is where it can get potentially messy. By them adding you, they have access to watching your story but cannot contact you directly. This therefore uses Snapchat as a platform to simply send information out, but not allow anything to come in. You can tell the teens you won't be able to see their Stories.

**Exception – Some Youth Ministers appreciate having other Youth Ministers as friends on Snapchat. This allows them to see the Stories of other ministry programs and see what is going on. As long as whoever is running that ministry program is over the age of 18, you are okay to add them as a friend.



Need more Help?

Email us: pizzasidehugs@dol-in.org

Make sure you check out our [Social Networking / Technology Directives](#)

Happy Safe
Snapping!

